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## EMPHASIS GROUP PARTICIPANT

# Roles & Expectations

### Expectations of all group members

- Commit to preparing for, attending and actively participating in meetings
- Be respectful of other participants' views and input
- Ask questions when information is incomplete
- Agree to work within the group decision-making process
- Act as an advocate for the Toward Zero Deaths initiative
- Participate in the process of updating the 2012 Strategic Highway Safety Plan (SHSP)
- Remain accessible to the group for follow-up

### Role of group leader

- Become familiar with Idaho's 2009 Strategic Highway Safety Plan – specifically, emphasis group-related section(s)
- Assume principal responsibility for leading the team, including:
  - recruiting members and collecting contact information
  - maintaining regular team communications (this may vary from one month to the next, depending on what is happening)
- Set meeting date(s), agenda(s) – plan to meet quarterly
- Hold meetings in person, by phone, or video conference
- Share the board's safety concerns with your group

### Role of Office of Highway Safety liaison

- Provide emphasis group leader sample agenda and meeting summary
- Attend emphasis group meetings
- Provide group(s) data and resource materials
- Perform regular check-ins with emphasis group leaders to support group momentum
- Update the master SHSP activity tracking document

### KEY DATES

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#### October 23

Emphasis Group Leaders  
joint workshop

#### November 29

Strategic Highway Safety  
Plan Peer Workshop

#### Early 2013

Final version of Strategic  
Highway Safety Plan  
update





# GROUP LEADER TIP SHEET

## Timeline for successful meetings

### In advance:

- **Quarterly** schedule group meetings
- **Two weeks prior**, send OHS liaison meeting dates and agenda items
- **One week prior** distribute final agenda
- **One or two days prior** to meeting, reminder email or phone call

### At the meeting:

- Plan to limit meetings to two hours max
- Start by reviewing agenda and meeting objectives
- Provide meeting handouts (i.e. agenda, support materials, etc.)
- Track action items and tasks throughout
- Provide ample opportunity for input; allow time for Q&A
- At the end, discuss and agree on action items/assignments and next meeting date/time

### After the meeting:

- **One week after** provide OHS liaison and group members meeting summary and action items

## Checklist: what to include in the meeting summary

- ☐ Name of your emphasis group
- ☐ Meeting date, location, time
- ☐ Attendance – who was present, who was unable to attend, include guests or members of the public
- ☐ Summarize discussions and presentations (it's okay to keep these brief, but be sure to include key points)
- ☐ Copies of pertinent handouts
- ☐ List of action items and assignments, including target dates
- ☐ Distribute meeting summary via email within one week of meeting (include emphasis group members and OHS Liaison)

